



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
WASHINGTON, D C 20350

SECNAVINST 1001.10F  
OP-113  
6 December 1984

SECNAV INSTRUCTION 1001.10F

From: Secretary of the Navy

Subj: SCREENING THE READY RESERVE

Encl: (1) DOD Instruction 1200.7 of 6 April 1984  
"Screening the Ready Reserve"

1. Purpose. To implement enclosure (1), and establish policy, procedures, and responsibility for screening the Ready Reserve members within the Department of the Navy.

2. Cancellation. SECNAVINST 1001.10E and DD-M(A)579(1001).

3. Applicability. These policies and procedures are applicable to all Ready Reserve members of the Naval Reserve and Marine Corps Reserve, and to civilian employees of the Department of the Navy who are members in the Ready Reserve of any of the armed forces, including the U.S. Coast Guard (by agreement with the Department of Transportation).

4. Policy. The Department of the Navy shall screen at least annually members of the Selected Reserve and other Ready Reservists who are not on active duty to provide a Ready Reserve Force.

5. Action. The Chief of Naval Operations and the Commandant of the Marine Corps shall issue or revise existing instructions to comply with the stated policy and requirements contained in enclosure (1).

6. Report. Symbol 0912-DOD-AN(1001) has been assigned to the requirement contained in paragraph G(1). This report is approved for three years only from the date of this directive.

**CHASE UNTERMAYER**  
Assistant Secretary of the Navy  
(Manpower and Reserve Affairs)

Distribution:  
SNDL A3(CNO)  
A6(CMC)

Stockded:  
CO,NAVPUBFORMCEN  
5801 Tabor Avenue  
Phila., PA 19120 (100)



# Department of Defense

## DIRECTIVE

SECNAVINST 1001.10F

6 DEC 1984

April 6, 1984

**NUMBER** 1200.7

ASD(RA)

SUBJECT: Screening the Ready Reserve

- References:
- (a) DoD Directive 1200.7, subject as above, November 28, 1978 (hereby canceled)
  - (b) Title 10, United States Code, Sections 269, 271, 272, 652, 672, 673, 674, 685, and 1005
  - (c) Executive Order 11190, "Providing for the Screening of the Ready Reserve of the Armed Forces," December 29, 1964
  - (d) through (o), see enclosure 1

### A. REISSUANCE AND PURPOSE

This Directive reissues reference (a) to update and clarify DoD policy, procedures, and responsibilities governing the screening of Ready Reservists, consistent with references (b) and (c).

### B. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense and the Military Departments (including their reserve components). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard (by agreement with the Department of Transportation). Reserve components include the Army National Guard, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air National Guard, the Air Force Reserve, and the Coast Guard Reserve.

### C. DEFINITIONS

The terms used in this Directive are defined in enclosure 2.

### D. POLICY

It is DoD policy that members of the Selected Reserve and other Ready Reservists who are not on active duty shall be screened at least annually to provide a Ready Reserve force composed of members who:

1. Meet Military Service wartime standards of mental, moral, professional, and physical fitness.
2. Possess the military qualifications required in the various ranks, grades, ratings, and specialties.

Enclosure (1)

3. Are available immediately for active duty during a mobilization (or during a war or national emergency or in response to a presidential order to augment the active forces for an operational mission).

#### E. PROCEDURES

1. Reserve Component Screening Activities. The following general procedures shall be followed to ensure the immediate availability of a Ready Reserve force:

a. Annual Screening. All Ready Reservists shall be screened at least annually to ensure their availability. Upon mobilization, all screening activity ceases, and all those remaining in the Ready Reserve shall be considered immediately available for active duty service.

b. Maintaining Current Data. The development and maintenance of current information pertaining to the mobilization availability of Ready Reservists shall be the responsibility of the Secretary of the Military Department concerned.

c. Civilian Employment. After a mobilization is ordered, no deferment, delay, or exemption from mobilization will be granted to Ready Reservists because of their civilian employment.

d. Retention in the Ready Reserve. All Ready Reservists shall be retained in the Ready Reserve for the entire period of their statutory obligation or voluntary contract. Exceptions to this policy are made in this Directive or may be made by the Secretaries of the Military Departments (10 U.S.C. 269, reference (b)).

e. Transfer of National Guard Members to the Standby Reserve. In accordance with section 269(g) of reference (b), a member of the Army National Guard or the Air National Guard may be transferred to the Standby Reserve only with the consent of the governor or other appropriate authority of the state, commonwealth, or territory concerned (including the District of Columbia).

f. Transfer from the Standby Reserve to the Ready Reserve. Under section 272 of reference (b), any eligible member of the Standby Reserve may be transferred back to the Ready Reserve when the reason for the member's transfer to the Standby Reserve no longer exists (DoD Directive 1200.15, reference (d)).

g. Extreme Hardship. The Secretaries of the Military Departments shall screen extreme hardship cases (section 271a(5) of reference (b)). Ready Reservists whose immediate recall to active duty during an emergency would create an extreme personal or community hardship shall be transferred to the Standby Reserve or the Retired Reserve or shall be discharged, as appropriate.

h. Miscellaneous Screening Requirements. Ready Reservists identified in the following categories shall be processed as follows:

(1) Civilian Employment Restrictions. Ready Reservists who are also DoD civilian employees may not hold a mobilization assignment to the same

positions that they fill as civilian employees. These Ready Reservists shall be reassigned or transferred, as appropriate. Reserve component unit civilian technicians, as members of reserve units, are excluded from this provision.

(2) Theological Students. Ready Reservists who are preparing for the ministry in an accredited theological or divinity school cannot be involuntarily called to active duty or required to participate in inactive duty training (10 U.S.C. 685, reference (b)). Accordingly, such Ready Reservists (other than those participating in a military Chaplain Candidate or Theological Student Program) shall be transferred to the Standby Reserve (active status) for the duration of their ministerial studies at accredited theological or divinity schools. Ready Reservists participating in a military Chaplain Candidate or Theological Student Program may continue their Ready Reserve affiliation and engage in active duty and inactive duty training.

(3) Health Care Professionals. Ready Reservists may not be transferred from the Ready Reserve solely because they are students, interns, residents, or fellows in the health care professions. Upon mobilization, they either shall be deferred or shall be mobilized in a student, intern, resident, or fellow status until qualified in the appropriate military specialty as prescribed by the Military Department Secretaries (DoD Directive 1215.4, reference (e)).

i. Availability Determinations. The Secretaries of the Military Departments shall make determinations for mobilization availability on a case-by-case basis, consistent with this Directive, and not by class or group determinations.

j. Removal Determinations. Under this Directive, the Secretaries of the Military Departments shall review recommendations for removal of employees from the Ready Reserve submitted by employers and shall take appropriate action.

2. Screening Activities by Employers of Ready Reservists. In addition to the Ready Reserve screening activities prescribed in this Directive to be conducted by the Military Departments, employers of Ready Reservists also have certain screening responsibilities under the law.

a. Nonfederal Employers. Under 44 CFR 333 (reference (f)), nonfederal employers of Ready Reservists, particularly in the fields of public health and safety and defense support industries, are encouraged to adopt personnel management procedures designed to preclude conflicts between the emergency manpower needs of civilian activities and the military during a mobilization. Employers also are encouraged to use the federal key position guidelines contained herein for making their own key position designations and, when applicable, for recommending key employees for removal from the Ready Reserve.

b. Federal Employers. Federal Preparedness Circular (FPC) 9 (reference (g)) promulgated policy for Ready Reserve screening activities that shall be accomplished by federal sector employers. To ensure that federal employees

essential to the continuity of the federal government are not retained as members of the Ready Reserve, the following procedures shall apply:

(1) Key Positions. Some federal employees occupy positions that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of their agency to function effectively. Because of the essential nature of these positions, the federal agency head, or designee, concerned shall designate such positions as key positions and shall require that they not be filled by Ready Reservists to preclude such positions from being vacated during a mobilization. The Military Department Secretaries shall transfer Ready Reservists occupying key positions to the Standby Reserve or the Retired Reserve or shall discharge them, as appropriate, under 10 U.S.C. 271(b) (reference (b)). However, reserve officers with a remaining military service obligation at the time of their removal from the Ready Reserve may be transferred only to the Standby Reserve, Active Status (section 1005 of reference (b)).

(2) Key Position Designation Guidelines. In determining whether or not a position should be designated as a key position, the following questions should be considered by the federal agency concerned:

- (a) Can the position be filled in a reasonable time after mobilization?
- (b) Does the position require technical or managerial skills that are possessed uniquely by the incumbent employee?
- (c) Is the position associated directly with defense mobilization?
- (d) Does the position include a mobilization or relocation assignment in an agency having emergency functions as designated by E.O. 11490 (reference (h))?
- (e) Is the position directly associated with industrial or manpower mobilization as designated in reference (h) and E.O. 10480 (reference (i))?
- (f) Are there other factors related to national defense, health, or safety that would make the incumbent of the position unavailable for mobilization?

3. Removal Recommendations. All employers who determine that a Ready Reservist is a key employee, in accordance with the guidelines contained in this Directive, promptly should report that determination to the cognizant reserve personnel center, requesting the employee be removed from the Ready Reserve. The letter format shown in enclosure 3 should be used for such recommendations and should be mailed to the cognizant reserve personnel center listed in enclosure 4. All the information shown in the letter format should be provided so the reserve personnel center can assess properly the matter and take appropriate action.

4. Resolution of Conflicting Manpower Needs. In accordance with 44 CFR 333 (reference (f)), the Federal Emergency Management Agency (FEMA) has the authority

to adjudicate, before mobilization, conflicts between the mobilization manpower needs of the civilian sector and the military that the Ready Reserve screening process has identified but has not resolved.

5. Individual Responsibilities of Ready Reservists

a. Each Ready Reservist who is not a member of the Selected Reserve is obligated to notify the Secretary of the Military Department concerned of any change of address, marital status, number of dependents, or civilian employment and any other change that would prevent the member from meeting mobilization standards prescribed by the Military Service concerned (10 U.S.C. 652, reference (b)).

b. All Ready Reservists shall inform their employers of their Reserve military obligation.

F. RESPONSIBILITIES

1. The Assistant Secretary of Defense (Reserve Affairs) (ASD(RA)) shall manage and control the overall Ready Reserve screening program in accordance with section 271 of reference (b), E.O. 11190 (reference (c)), and House Appropriations Committee Report 95-451 (reference (j)).

2. The Secretaries of the Military Departments shall:

a. Screen, at least annually, all Ready Reservists under their jurisdiction to ensure their immediate availability for active duty.

b. Ensure that personnel records systems incorporate information on any factors that limit the mobilization availability of a Ready Reservist.

c. Ensure that all Ready Reservists have a favorably completed National Agency Check (NAC) or Entrance National Agency Check (ENTNAC) on file.

d. Ensure that Ready Reservists not on active duty are examined as to physical fitness in accordance with DoD Directive 1205.9 (reference (k)).

e. Process members of the Ready Reserve who do not participate satisfactorily in accordance with DoD Directives 1200.15, 1215.5, and 1215.13 (references (d), (l), and (m)).

f. Transfer Ready Reservists identified as occupying key positions to the Standby Reserve or the Retired Reserve or discharge them, as appropriate.

g. After making a removal determination in response to a petition for such action, promptly transmit the results of that determination to the Ready Reservist concerned and his or her employer.

G. INFORMATION REQUIREMENTS

The ASD(RA) shall provide:

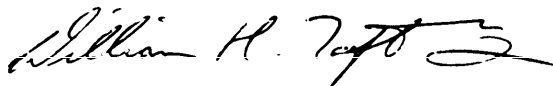
1. Federal agencies with a listing of all federal employees who are also Ready Reservists to assist them in conducting employer screening activities

required in FPC-9 (reference (g)). Responses from federal agencies shall be reported under Interagency Report Control Number 0912-DoD-AN. Standard data elements shall be used in the report in accordance with DoD Directive 5000.11 (reference (n)).

2. The House Appropriations Committee with an annual report on the status of Ready Reservists employed by the federal government.

#### H. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward two copies of implementing documents to the Assistant Secretary of Defense (Reserve Affairs) within 120 days.



WILLIAM H. TAFT, IV  
Deputy Secretary of Defense

#### Enclosures - 4

1. References
2. Definitions
3. Letter Format to Cognizant Reserve Personnel Center for Requesting  
That Employee Be Removed from the Ready Reserve
4. List of Reserve Personnel Centers to Which Reserve Screening  
Determination and Removal Requests Shall Be Forwarded

Apr 6, 84  
1200.7 (Encl 1)

REFERENCES (continued)

- (d) DoD Directive 1200.15, "Assignment to and Transfer Between Reserve Categories, Discharge from Reserve Status, Transfer to the Retired Reserve and Notification of Eligibility for Retired Pay," February 16, 1973
- (e) DoD Directive 1215.4, "Medical Training in the Reserve Components," January 26, 1983
- (f) Federal Emergency Management Agency Regulations, "Peacetime Screening," Chapter 1 (44 CFR 333)
- (g) Federal Preparedness Circular (FPC) 9, "Federal Employees Who Are Members of the Military Ready Reserve," March 27, 1979
- (h) Executive Order 11490, "Assigning Emergency Preparedness Functions to Federal Departments and Agencies," October 28, 1969
- (i) Executive Order 10480, "Further Providing for the Administration of the Defense Mobilization Program," August 14, 1953
- (j) House Appropriations Committee Report 95-451, pp. 63-66
- (k) DoD Directive 1205.9, "Physical Examinations and Annual Certificates of Physical Condition of Reservists, as Required by Section 1004(a), Title 10, U. S. Code," October 6, 1960
- (l) DoD Directive 1215.5, "Participation in Reserve Training Programs," May 25, 1979
- (m) DoD Directive 1215.13, "Unsatisfactory Performance of Ready Reserve Obligation," June 30, 1979
- (n) DoD Directive 5000.11, "Data Elements and Data Codes Standardization Program," December 7, 1964
- (o) Title 3, United States Code, Section 19



### DEFINITIONS

1. Defense Support Industry. Any business or corporation so determined by FEMA.
2. Extreme Community Hardship. A situation that, because a reservist is mobilized, may have a substantially adverse effect on the health, safety, or welfare of the community. Any request for a determination of such hardship shall be made by the reservist and must be supported by documentation as required by the Secretary of the Military Department concerned.
3. Extreme Personal Hardship. An adverse impact upon a reservist's dependents resulting from his or her mobilization. Any request for a determination of such hardship shall be made by the reservist and must be supported by documentation as required by the Secretary of the Military Department concerned.
4. Key Employee. Any federal employee occupying a key position.
5. Key Position. A federal position that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the parent federal agency or office to function effectively. There are three categories of federal key positions. The first two categories are, by definition, key positions. Only the final category requires a case-by-case determination and designation:
  - a. The Vice President of the United States or any official specified in the order of presidential succession as set forth in 3 U.S.C. 19 (reference (o)).
  - b. Members of Congress, heads of federal agencies appointed by the President with the consent of the Senate, and the federal judiciary (District, Circuit, and Supreme Court judges and justices only; all other positions within the federal judiciary shall be considered under the provisions of paragraph c. below). For the purpose of the definition contained in this paragraph, the term "heads of federal agencies" does not include any person appointed by the President with the consent of the Senate to a federal agency as a member of a multimember board or commission. Positions occupied by such persons may be designated as key positions only by the application of the criteria set forth in paragraph E.2.b. of the basic Directive.
  - c. Other federal positions determined by federal agency heads, or their designees, to be key positions in accordance with the guidelines specified in paragraph E.2.b. of the basic Directive.
6. Ready Reserve. Units and individual reservists liable for active duty as outlined in 10 U.S.C. 672 and 673 (reference (b)).
7. Selected Reserve. Part of the Ready Reserve of each reserve component consisting of units and individuals who participate actively in paid training periods and serve on paid active duty for training each year.
8. Standby Reserve. Units or members of the reserve components, other than those in the Ready Reserve or Retired Reserve, who are liable for active duty as provided in sections 672 and 674 of reference (b).



Apr 6, 84  
1200.7 (Encl 3)

(Date)  
(YYMMDD)

LETTER FORMAT TO COGNIZANT RESERVE PERSONNEL CENTER  
REQUESTING THAT EMPLOYEE BE REMOVED FROM THE READY RESERVE

From: (employer-agency or company)

To: (appropriate reserve personnel center)

Subject: Request for Employee to Be Removed from the Ready Reserve

This is to certify that the employee identified below is vital to the nation's defense efforts in (his or her) civilian job and can't be mobilized with the Military Services in an emergency for the following reasons:

Therefore, I request that (he or she) be removed from the Ready Reserve and that you advise me accordingly when this action has been completed.

The employee is:

Name of employee (last, first, M.I.)  
Military grade and reserve component  
Social security number  
Current home address (street, city, state, and ZIP code)  
Military unit to which assigned (location and unit number)  
Title of employee's civilian position  
Grade or salary level of civilian position  
Date (YYMMDD) hired or assigned to position

Signature and Title of Agency or Company  
Official

Apr 6, 84  
1200.7 (Encl 4)

LIST OF RESERVE PERSONNEL CENTERS TO WHICH  
RESERVE SCREENING DETERMINATION AND REMOVAL REQUESTS  
SHALL BE FORWARDED

Army National Guard and Army Reserve

Headquarters  
Department of the Army  
ATTN: DAPE-PSM  
Washington, D.C. 20310

Naval Reserve

Officers: Commander  
Naval Military Personnel Center  
Attention: NMPC-911  
Washington, D.C. 20370

Enlisted: Commanding Officer  
Naval Reserve Personnel Center  
New Orleans, LA 70149

Marine Corps Reserve

Commandant (Code RES)  
Headquarters, U.S. Marine Corps  
Washington, D.C. 20380

Air Force Reserve

Commander (ARPC/DP)  
Air Reserve Personnel Center  
7300 East First Avenue  
Denver, CO 80280

Air National Guard

Submit requests to the adjutant general of the appropriate state,  
commonwealth, or territory (including the District of Columbia).

Coast Guard Reserve

Commandant (G-RA/55)  
U.S. Coast Guard Headquarters  
2100 Second St. SW  
Washington, D.C. 20593